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Mr S Heath  
254 Berglen Court  
Branch Road  
LONDON  
E14 7JZ



Oakhill House, 130 Tonbridge Road,  
Hildenborough, Kent. TN11 9DZ

Telephone: 0800 358 4060  
Fax: 0800 783 9646

*All references to "I", "we", "our" and "us" in  
this document mean Standard Life.*

## FundsNetwork SIPP provided by Standard Life

21 April 2021

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**Stephen Heath**

Plan number: D1139084000

Your reference: Pension Transfer

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Dear Mr Heath

Fidelity SIPP administered by Standard Life.

We have received a letter from R C Administration Ltd requesting the transfer of your Fidelity SIPP Plan. They do mention an earlier request has been sent but unfortunately we do not appear to have received that request and I cannot see we have your authority to provide this company with information.

You need to make sure that transferring is the right thing for you. That is why we recommend that you take independent advice from a financial adviser who is authorised and regulated by the Financial Conduct Authority. If you don't already have a financial adviser you can find regulated financial advisors in your area by visiting [www.unbiased.co.uk](http://www.unbiased.co.uk).

► Before you transfer, have you:

\* Checked the FCA's Scam smart website? Pension scams are more common than ever before. For more information about what to look out for, you can go to [www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)

\* Checked that you're not losing any benefits by moving out of your current pension, these may include; guaranteed annuity rates/minimum pension, guaranteed growth rates, enhanced tax free cash and discounts on charges? Some of these are extremely valuable and once lost can't be started again.

► What do you need to do next?

Ask the receiving scheme if they use Origo Options, an online service for transferring between pension schemes. If they do, you can ask them to submit the request for you. This may be quicker and require less paperwork.

Origo Options can't be used for In-specie transfers. An in-specie transfer is where the ownership of the asset is transferred from one company to another without needing to convert the asset into cash first. This type of transfer is sometimes available if your plan is a Self Invested Personal Pension (SIPP). If you need to know what's required for an in-specie transfer please see the 'In-specie transfer' section below.

Or

If the receiving scheme doesn't use Origo Options, we'll need the following documents (excluding In-specie transfers):

- \* A fully completed Transfer Application form (GEN2724). This should be completed by you and the receiving scheme or trustee/administrator. Complete one form for each Standard Life plan that you'd like to transfer. A GEN2724 form is enclosed and you can get more copies online at <http://library.adviserzone.com/gen2724.pdf>

- \* A screen print from HMRC online services showing the registered status of the receiving scheme. The copy must show the Pension Schemes Tax Reference (PSTR) number, HMRC logo, the name of the pension scheme, the name of the scheme administrator and the date the screen print was taken. It must not be dated more than one month before submitting your transfer request to Standard Life. You can ask the receiving scheme or trustee/administrator to provide you with this.

\*\*\*\*\* If you are transferring to a Small Self-Administered Scheme (SSAS) or an Occupational Pension Scheme (OPS), please refer to the 'Guidance notes for filling in this form' section of the Transfer Application form (GEN2724) for the additional information that you will need to include with the form.\*\*\*\*\*

#### ► In-specie transfer

If your plan is being transferred In-specie the above requirements won't apply, instead we will require the following:

- \* Written confirmation from you authorising the transfer. The letter should be signed, dated, state the name of the UK registered pension scheme your pension assets are being transferred to and the Standard Life plan number(s) you are transferring the assets from.

- \* Written acceptance from the UK registered pension scheme that will be receiving the transferred assets.

- \* A screen shot taken from HMRC online services which confirms the registered status of the receiving scheme. The copy must show the Pension Schemes Tax Reference (PSTR) number, HMRC logo, the name of the pension scheme, the name of the scheme administrator and the date the screen print was taken. It must not be dated more than one month before submitting your transfer request to Standard Life.

#### ► Sending us your request

Please return the completed form (GEN2724) or your written confirmation along with any additional documents to; Free Post Standard Life, 30 Lothian Road, Edinburgh, EH1 2DH.

Once we receive your request, either through Origo Options or in writing, we'll assess your application. Standard Life performs due diligence on all transfer requests and reserve the right to request additional information if necessary.

Kind regards,

Standard Life.